

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA**

HR Handbook Update No. 2009 – 0015

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Update to “Staffing” Section of HR Handbook

Issue Date: October 6, 2009

Agencies should be advised that the following sections of the HR Handbook have been updated: [22.3\(a\)](#), [23.3](#) and [23.5](#).

REASON FOR THE CHANGE: The Staffing Division has recently changed the posting policy with regard to job appointment to probational conversions. Previously, these types of appointments had to be announced when the employee was hired the job appointment and again when the probational position was available. The policy change allows for conversion without a second announcement when certain procedures are followed. Therefore, we have updated the handbook to reflect the policy change and provide guidelines for its use.

If you have any questions, please contact your agency’s assigned Staffing consultant.

Sincerely,

s/Shannon S. Temple
Director